

California Student Aid Commission

**Middle
Class
Scholarship**





Program Information

- Covers the cost of Tuition/Fees of up to 40%
- Award based on a formula calculation which factors:
 - Total Income
 - Other Aid
 - Tuition/Fees for the campus
- Allows a family with income and assets up to:
 - 2017-18 AY: \$165,000
 - 2018-19 AY: \$171,000
- The MCS award is not need-based, but the award amount takes into account certain need-based aid

Application Information

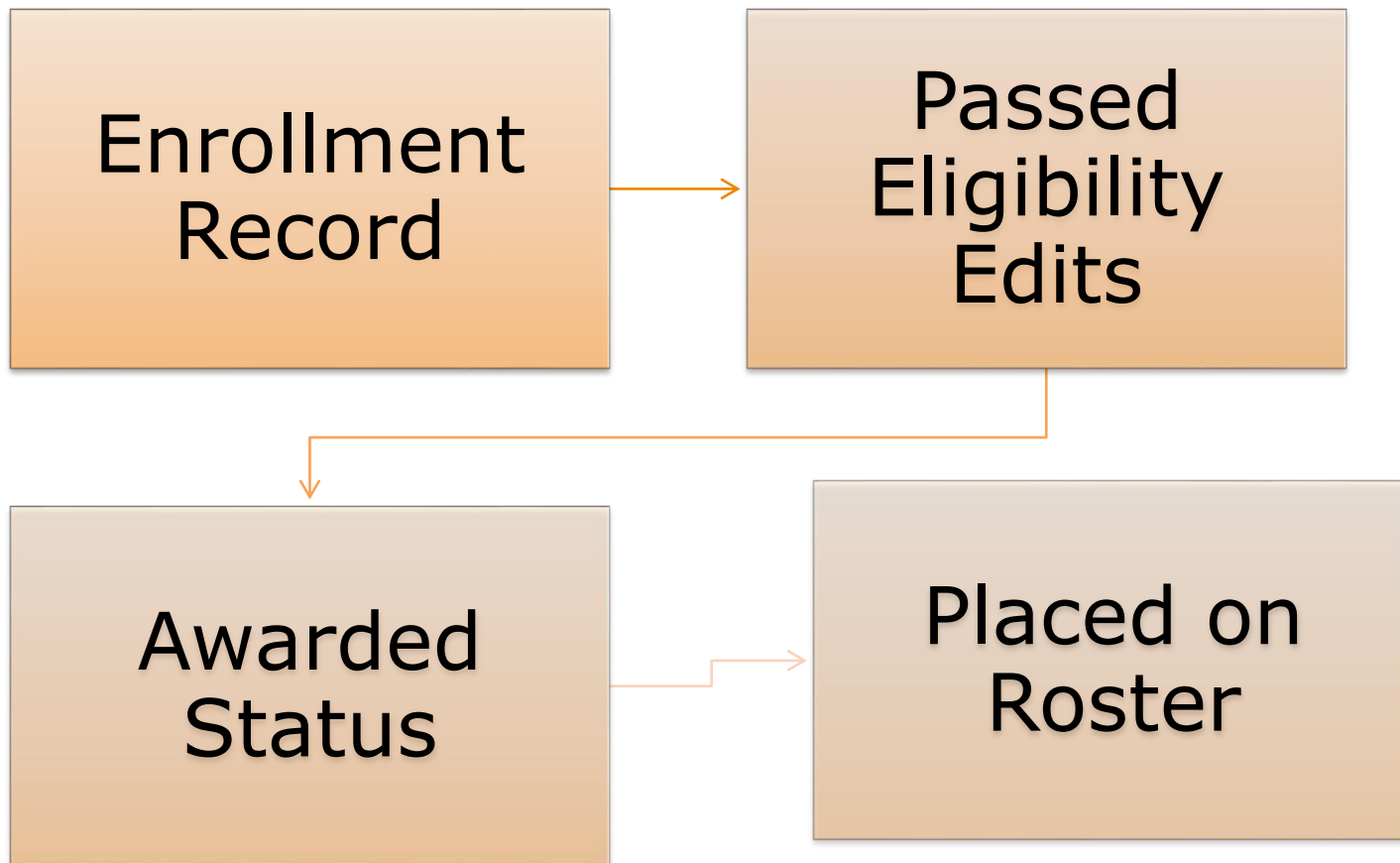
- Student must file a FAFSA or CADAA by the March 2nd deadline
- No GPA is required
- An enrollment record must be submitted by the campus to be considered for the award.
- Awarded to students attending a UC or CSU campus; with the exception of the CC Bacc-MCS program.

Awarding Process

Making education beyond high school financially accessible to all Californians.



Awarding Process





Submitting Enrollment Records

- 2018-19 Academic Year
 - Window to upload: July 1, 2018 - June 30, 2019
- Only available via file upload process
- Manual function availability by 2018-19 AY
- Files are processed weekly



Awarding Process

- 4 statuses
 - Awarded
 - Financially Ineligible
 - Withdrawn (occurs after a student is awarded and on a roster)
 - Student not Found
- Rejected Records:
 - Review the MCS Enrollment Process Eligibility Summary Report (must search under the week of file submission)
- Student Not Found (Pended Records)
 - An enrollment record was not submitted
 - Student's award rejected
 - Mismatch data between the enrollment record and CSAC's data



Navigate to MCS

- Look up a student under the Enrollment Screen
- Look up a student under the Student Award Summary Screen
- Payment History Screen (need a student who is paid or has corrections)



Student Enrollment Screen

CSU SACRAMENTO

SSN		Academic Year 2017	
First Name	<input type="text"/>	MI	<input type="text"/>
		Last Name	<input type="text"/>
E-Mail	<input type="text"/>		
Date of Birth	<input type="text"/>		
Education Level	<input type="text" value="3rd year/junior"/>	Dependent Status	<input type="text" value="1 - Dependent"/>
Student Status	<input type="text" value="4 - Spring Transfer"/>	Term Type	<input type="text" value="1 - Semester"/>
ISIR Txn Nbr	<input type="text" value="03"/>	Total Income	<input type="text" value="105,049"/>
Federal Award Amount	<input type="text" value="0"/>	Institution Aid Amount	<input type="text" value="0"/>
State Award Amount	<input type="text" value="0"/>	TCP or 5th Year Program:	<input type="text" value="--- SELECT ---"/>
Enrollment Status Found in Roster			
<input type="button" value="Back"/>			



Student Enrollment Screen

- Allows users to view the student's enrollment information uploaded by the campus.
- You must select the Academic Year and enter SSN for the search criteria.
- There are 3 Enrollment Statuses:
 - **Blank** = Student rejected from the Enrollment file, is not awarded or is not on the roster
 - **Pending** = Not processed through the award cycle.
 - The record does not match CSAC's data or
 - Another campus uploaded an enrollment record for the student
 - **Found in Roster** = Student is on campus' roster



Student Award Summary Screen Awarded

CSAC ID

Acad Year

Home Phone:
Cell Phone:
E-Mail:

SSN :
CSAC ID :
DOB:
TCP Flag: No
5th Yr-Program: No
Year-Entered: 2017

Total-Eligibility-%: 200.00
Used-Eligibility-%: 99.99
Remaining-Eligibility-%: 100.01
Established Educational Level: 3rd year/junior
Current Educational Level: 3rd year/junior

[Download .txt file](#)

Academic Year	School ID	Award Status	Reported Total Income	Reported Asset Amount	Reported Cal Grant Amount	Reported State Award	Reported Federal Grant	Reported Institutional Aid	Fall Award Amount	Winter Award Amount	Spring Award Amount	Total Award Amount
2017	00131300	AWARDED	\$126,674	\$0	\$0	\$0	\$0	\$0	\$1,292	\$1,292	\$1,292	\$3,876



Student Payment History Screen

CSAC ID ▼

Acad Year

2017 - 2018 ▼

Retrieve

Student Name:

STATUS: **AWARDED**

SSN:

CSAC ID:

Institution Name	Acad Year	Term	Pay Amt	Pay Type	Pay Status	Adj Reason	Elig Used	Date	Created By
UNIV OF CA - DAVIS	2017	AY		C		Eligibility	0.00	09/19/2017	
UNIV OF CA - DAVIS	2017	FL	\$1,292	P	Reconciled		33.33	10/31/2017	
UNIV OF CA - DAVIS	2017	WN	\$1,292	P	Reconciled		33.33	01/02/2018	
UNIV OF CA - DAVIS	2017	SP	\$1,292	P	Reconciled		33.33	03/27/2018	



MCS Roster

- Upper Left: Student demographics
- Upper Right: Annual Data
- Bottom: Provides term information

If a student is Financially Ineligible or Withdrawn and the student needs to be placed back on the roster, a new enrollment record must be submitted.



MCS Roster

Middle Class Scholarship - Online Payment Roster
UNIV OF CA - DAVIS

Demographic Information				Annual Data	
CSAC ID:				Academic Year: 2017 - 2018	
SSN No:				Open Terms: Fall, Winter, Spring	
DOB:				Total Income: \$55,272 <input type="text"/>	
Cal Grant Award: \$0		Total Elig-%: 200.00		Federal Aid: \$0 <input type="text"/>	
Annual Tuition/Fees: \$12,630		Used Elig-%: 99.99		Institutional Aid: \$4,203 <input type="text"/>	
Annual Award: \$852		Remain Elig-%: 100.01		State Aid: \$0 <input type="text"/>	
Asset Amount: \$0		Year Entered: 2016		ISIR Tran #: 02 <input type="text"/>	
TCP/5th Yr-Indicator: No				Eligibility Change: <input type="text" value="--- SELECT ---"/> Payment History	
Education Level: 4th year/senior					

Transaction Type: ☒ Correction ☐ Payment ☐

FALL TERM	WINTER TERM	SPRING TERM
Enrollment Status: <input type="text" value="--- SELECT ---"/>	Enrollment Status: <input type="text" value="--- SELECT ---"/>	Enrollment Status: <input type="text" value="--- SELECT ---"/>
Term Award Amount [\$284] <input type="text" value="\$284"/>	Term Award Amount [\$284] <input type="text" value="\$284"/>	Term Award Amount [\$284] <input type="text" value="\$284"/>
Adj. Reason Code: <input type="text" value="--- SELECT ---"/>	Adj. Reason Code: <input type="text" value="--- SELECT ---"/>	Adj. Reason Code: <input type="text" value="--- SELECT ---"/>
Amount Paid/Verified: <input type="text"/>	Amount Paid/Verified: <input type="text"/>	Amount Paid/Verified: <input type="text"/>
Tuition/Fees [\$4,210] <input type="text"/>	Tuition/Fees [\$4,210] <input type="text"/>	Tuition/Fees [\$4,210] <input type="text"/>
Federal Aid [\$0] <input type="text"/>	Federal Aid [\$0] <input type="text"/>	Federal Aid [\$0] <input type="text"/>
Institutional Aid [\$1,401] <input type="text"/>	Institutional Aid [\$1,401] <input type="text"/>	Institutional Aid [\$1,401] <input type="text"/>
State Aid [\$0] <input type="text"/>	State Aid [\$0] <input type="text"/>	State Aid [\$0] <input type="text"/>
Payment Status: Not Reconciled	Payment Status: Not Reconciled	Payment Status: Not Reconciled



Annual Level Changes

An **Annual Level** change is applied when the change will affect the student's entire year and award, not just the term. The change may recalculate the entire year based on what was applied.

- Updating the Total Income, Federal Aid, Institutional Aid, State Aid and Add TCP/5th Year will recalculate the student's award. The update is made by selecting the Correction radio button.
- Updating the ISIR Txn # and Educational Level will not recalculate the award.
- Selecting an Eligibility Change of Post Bacc, SAP, Not Enrolled, Over Asset Ceiling or Other will withdraw the student from the Roster, unless a payment greater than \$0 exists.

Annual Level Change

There are various options the campuses can select from "Eligibility Change" field is the starting point to make updates to the annual section:

Middle Class Scholarship - Online Payment Roster CSU FULLERTON			
Demographic Information		Annual Data	
<p>CSAC ID:</p> <p>SSN No:</p> <p>DOB:</p> <p>Cal Grant Award: \$0 Total Elig-%: 100.00</p> <p>Annual Tuition/Fees: \$4,536 Used Elig-%: 25.00</p> <p>Annual Award: \$1,240 Remain Elig-%: 75.00</p> <p>Asset Amount: \$0 Year Entered: 2016</p> <p>TCP/5th Yr-Indicator:</p> <p>Education Level: 4th year/senior</p>		<p>Academic Year: 2017 - 2018</p> <p>Open Terms: Fall, Winter, Spring</p> <p>Total Income: \$20,284 <input type="text"/></p> <p>Federal Aid: \$0 <input type="text"/></p> <p>Institutional Aid: \$0 <input type="text"/></p> <p>State Aid: \$0 <input type="text"/></p> <p>ISIR Tran #: 02 <input type="text"/></p> <p>Eligibility Change: <input type="text" value="--- SELECT ---"/></p> <p>Payment History</p>	
Transaction Type: Correction <input checked="" type="radio"/> Payme			
<p>FALL TERM</p> <p>Enrollment Status: <input type="text" value="--- SELECT ---"/></p> <p>Term Award Amount <input type="text" value="\$666"/> [\$666]</p>		<p>SPRIN</p> <p>Enrollment Status</p> <p>Term Award Amount <input type="text" value="\$574"/> [\$574]</p>	

- SELECT ---
- SELECT ---
- Educational Level
- Post Bacc
- SAP
- Eligibility
- Not Enrolled
- Other
- Over Asset Ceiling
- Add TCP/5th Year
- Remove TCP/5th Year

Making education beyond high school financially accessible to all Californians.



Annual Level Changes

Selecting “Eligibility” from the Eligibility Change field allows for changes to be made at the annual level to the following fields:

Total Income, Federal Aid, Institutional Aid, State Aid, ISIR Tran #

Demographic Information				Annual Data	
CSAC ID:				Academic Year:	2017 - 2018
SSN No:				Open Terms:	Fall, Winter, Spring
DOB:				Total Income:	\$20,284 <input type="text"/> <small>Enter at least one value</small>
Cal Grant Award: \$0				Federal Aid:	\$0 <input type="text"/> <small>Enter at least one value</small>
Total Elig-%: 100.00				Institutional Aid:	\$0 <input type="text"/> <small>Enter at least one value</small>
Annual Tuition/Fees: \$4,536				State Aid:	\$0 <input type="text"/> <small>Enter at least one value</small>
Used Elig-%: 25.00				ISIR Tran #:	02 <input type="text"/>
Annual Award: \$1,240				Eligibility Change:	<input type="text" value="Eligibility"/> <small>▼</small> Payment History
Remain Elig-%: 75.00					
Asset Amount: \$0					
Year Entered: 2016					
TCP/5th Yr-Indicator:					
Education Level: 4th year/senior					
Transaction Type: Correction <input checked="" type="radio"/> Payment <input type="radio"/>					

Making education beyond high school financially accessible to all Californians.



Term Level Changes

A **Term Level** Change is applied when only the term is being adjusted.

- A term can have the following amounts updated: Tuition/Fees, Federal Aid, Institutional Aid and State Aid. Any changes to the term will only recalculate the term and not the entire year.
- A term can also have an ineligible status applied of Post Bacc, SAP or Other. An ineligible status will not recalculate the term but it will zero out the Term Award Amount and apply a \$0 payment to the term.

NOTE: If the campus tries to apply an ineligible status to a term and a regular payment to the same student, the transactions will reject. Even though the "Payment" radio button is used to apply the ineligible status; the system considers it an adjustment since it is selected from the "Adj. Reason Code" field. Only one type of transaction is allowed.



Term Level Correction

The Adj. Reason Code field allows for two options to select from when making changes to the term, “Eligibility” and “Fees”:

- Eligibility is used when making changes to the other aid amounts: Federal Aid, Institutional Aid and State Aid
- Fees is used when making changes to the Tuition/Fees amount

Transaction Type: Correction <input checked="" type="radio"/> Payment <input type="radio"/>	
FALL TERM	SPRING TERM
Enrollment Status: <input type="text" value="--- SELECT ---"/>	Enrollment Status <input type="text" value="--- SELECT ---"/>
Term Award Amount <input type="text" value="\$822"/> [\$822]	Term Award Amount <input type="text" value="\$822"/> [\$822]
Adj. Reason Code <input type="text" value="--- SELECT ---"/> <div><div>--- SELECT ---</div><div>Eligibility</div><div>Fees</div><div>Recertify Payment</div></div>	Adj. Reason Code <input type="text" value="--- SELECT ---"/>
Amount Paid/Verified <input type="text" value=""/>	Amount Paid/Verified <input type="text" value=""/>
Tuition/Fees <input type="text" value="\$2,736"/> [\$2,736]	Tuition/Fees <input type="text" value="\$2,736"/> [\$2,736]
Federal Aid <input type="text" value="\$0"/> [\$0]	Federal Aid <input type="text" value="\$0"/> [\$0]
Institutional Aid <input type="text" value="\$0"/> [\$0]	Institutional Aid <input type="text" value="\$0"/> [\$0]
State Aid <input type="text" value="\$0"/> [\$0]	State Aid <input type="text" value="\$0"/> [\$0]
Payment Status: Not Reconciled	Payment Status: Not Reconciled



Term Level Adjustment

The Payment transaction type allows the user to apply an adjustment option to apply an ineligible term status or Refund/Adjusted payment to the term:

- Post Bacc, SAP and Other are ineligible statuses. This will zero out the term award and apply a \$0 payment.
- Refund/Adjusted Payment is used to post a payment less than the term award.

Transaction Type: Correction <input type="radio"/> Payment <input checked="" type="radio"/>	
FALL TERM	SPRING TERM
Enrollment Status: <input type="text" value="--- SELECT ---"/>	Enrollment Status <input type="text" value="--- SELECT ---"/>
Term Award Amount <input type="text" value="\$822"/> [\$822]	Term Award Amount <input type="text" value="\$822"/> [\$822]
Adj. Reason Code <input type="text" value="--- SELECT ---"/>	Adj. Reason Code <input type="text" value="--- SELECT ---"/>
Amount Paid/Verified <input type="text"/>	Amount Paid/Verified <input type="text"/>
Tuition/Fees <input type="text" value="\$2,736"/> [\$2,736]	Tuition/Fees <input type="text" value="\$2,736"/> [\$2,736]
Federal Aid <input type="text" value="\$0"/> [\$0]	Federal Aid <input type="text" value="\$0"/> [\$0]
Institutional Aid <input type="text" value="\$0"/> [\$0]	Institutional Aid <input type="text" value="\$0"/> [\$0]
State Aid <input type="text" value="\$0"/> [\$0]	State Aid <input type="text" value="\$0"/> [\$0]
Payment Status: Not Reconciled	Payment Status: Not Reconciled

- Post Bacc
- SAP
- Refund/Adjusted Payment
- Other



Reporting Payments

The transaction to use depends on what amount the campus wants to apply:

- To apply the full Term Award amount, the campus can use the Enrollment Status of “FT-(Pay)” or “HT-(Pay)”.
- To apply a \$0 payment, the campus can use the Enrollment Status of “Less Than HT – (Do Not Pay)”, “Not Enrolled” or “Refund/Adjusted Payment”.
- If the campus wants to apply a payment that is more than \$0 but less than the Term Award Amount, they can use the “Refund/Adjusted Payment”.



Payment Types & Eligibility Usage

Enrollment Status Field:	Amount Paid/Verified Field: (Payment Amount)	Eligibility Used for the Term:
FT – (Pay)	Must equal the Term Award Amount. Will automatically populate with the amount.	Semester = 50.00% Quarter = 33.33%
Less Than HT – (Do Not Pay)	Will automatically apply a \$0 payment	Semester = 0.00% Quarter = 0.00%
Not Enrolled	Will automatically apply a \$0 payment	Semester = 0.00% Quarter = 0.00%
HT – (Pay)	Must equal the Term Award Amount. Will automatically populate with the amount. <u>NOTE:</u> Campus should reduce the T/F prior to applying the payment. If not, the student will get paid at the full term award amount and will only use half of the eligibility for the term.	Semester = 25.00% Quarter = 16.66%
Adj. Reason Code Field:		
Refund/Adjusted Payment	Payment applied can be less than the Term Award Amount including \$0 payment.	Semester = 50.00% Quarter = 33.33% \$0 Payment = 0.00%



Payments

Enrollment Status Field

Transaction Type: Correction <input type="radio"/> Payment <input checked="" type="radio"/>	
FALL TERM	SPRING TERM
Enrollment Status: <input type="text" value="--- SELECT ---"/>	Enrollment Status <input type="text" value="--- SELECT ---"/>
Term Award Amount [\$822]	Term Award Amount [\$822]
Adj. Reason Code <input type="text" value="Not Enrolled"/>	Adj. Reason Code <input type="text" value="--- SELECT ---"/>
Amount Paid/Verified <input type="text"/>	Amount Paid/Verified <input type="text"/>
Tuition/Fees [\$2,736]	Tuition/Fees [\$2,736]
Federal Aid [\$0]	Federal Aid [\$0]
Institutional Aid [\$0]	Institutional Aid [\$0]
State Aid [\$0]	State Aid [\$0]
Payment Status: Not Reconciled	Payment Status: Not Reconciled



Refund/Adjusted Payment

Allows for the user to apply a payment that is less than the Term Award Amount.

User selects the Payment radio button:

- At the term level, select "Refund/Adjusted Payment" from the Adj. Reason Code field
- The Amount Paid/Verified field will open up, the user can enter in any amount between \$0 and up to the Term Award Amount.

***NOTE:** If the user will be applying the full term award amount, then the campus should use the "FT" Enrollment Status to pay the term.*



Refund/Adjusted Payment Adj. Reason Code Field

Transaction Type: Correction <input type="radio"/> Payment <input checked="" type="radio"/>	
FALL TERM	SPRING TERM
Enrollment Status: <input type="text" value="--- SELECT ---"/>	Enrollment Status: <input type="text" value="--- SELECT ---"/>
Term Award Amount [\$822] <input type="text" value="\$822"/>	Term Award Amount [\$822] <input type="text" value="\$822"/>
Adj. Reason Code <input type="text" value="--- SELECT ---"/> --- SELECT --- Post Bacc SAP Refund/Adjusted Payment Other	Adj. Reason Code <input type="text" value="--- SELECT ---"/>
Amount Paid/Verified <input type="text"/>	Amount Paid/Verified <input type="text"/>
Tuition/Fees [\$2,736] <input type="text"/>	Tuition/Fees [\$2,736] <input type="text"/>
Federal Aid [\$0] <input type="text"/>	Federal Aid [\$0] <input type="text"/>
Institutional Aid [\$0] <input type="text"/>	Institutional Aid [\$0] <input type="text"/>
State Aid [\$0] <input type="text"/>	State Aid [\$0] <input type="text"/>
Payment Status: Not Reconciled	Payment Status: Not Reconciled



Withdrawing a Student

Choosing Post Bacc, SAP, Not Enrolled, Over Asset Ceiling or Other will withdraw the student from the roster.

If payments exist, the transaction will reject. Campuses must remove the payments prior to withdrawing the student. Payment(s) can be removed by one of the following options:

- Applying a \$0 payment of Less Than HT, Not Enrolled or using the Refund/Adjusted adj. reason code. These transactions override the previous payment in place but will still hold the Term Award Amount.
- Applying an ineligible status of Post Bacc, SAP or Other. The transaction will reverse out the payment, zero out the Term Award Amount and adjust the overall campus balance.

If the campus feels the student was withdrawn in error, an enrollment record needs to be submitted for the student in order to go through the award process and get back on the roster.



Recertify Payments

What causes the recertify?

- A correction was applied at the annual or term level to a record that has payments.
- Changes to the income, other aid and T/F causes the award to recalculate.
- The new award alters the current payment in place due to the revised award amount.



Recertify Payments

The campus needs to go in and apply the new payment amount. The new amount can be higher or lower than the previous award amount or even zero.

Transaction Type: Correction <input type="radio"/> Payment <input type="radio"/>	
FALL TERM	SPRING TERM
Enrollment Status: [FT - (Pay)]	Enrollment Status [FT - (Pay)]
Term Award Amount [\$822]	Term Award Amount [\$822]
Adj. Reason Code [Recertify Payment]	Adj. Reason Code [Recertify Payment]
Amount Paid/Verified [\$951]	Amount Paid/Verified [\$951]
Tuition/Fees [\$2,736]	Tuition/Fees [\$2,736]
Federal Aid [\$0]	Federal Aid [\$0]
Institutional Aid [\$0]	Institutional Aid [\$0]
State Aid [\$0]	State Aid [\$0]
Payment Status: Reconciled	Payment Status: Reconciled



Recertify Payments

There are two options available to recertify a payment in both the manual and upload process. The options listed below are for the manual process:

Option 1:

- Select "Payment" radio button
- At the term level, select "FT – (Pay)" or "HT – (Pay)" from the Enrollment Status field
- The Amount/Paid Verified field will automatically populate with the new Term Award Amount

Option 2:

- Select "Payment" radio button
- At the term level, select "Refund/Adjusted Payment" from the Adj. Reason Code field
- Enter the new payment amount in the Amount/Paid Verified field. The amount entered should be less than the Term Award Amount or \$0.



Recertify Payments

- You cannot recertify a payment and attempt to apply a regular payment in one transaction for the same student.
- The recertify payment must be completed first and applied before applying a regular payment.

i.e. A student's Fall term is in a "Recertify Payment" status and the school also wants to pay the Spring term. The Fall term must be recertified first and allow it to process over the weekend. The following week, the campus can go in and post the Spring payment.



Recertify Report

Report is provided in CSV or TXT

Middle Class Scholarship - Online Payment Roster
CSU SACRAMENTO

- Enter the School ID for Search.
- Enter the SSN/CSAC ID or First Name or Last Name to refine the Search results.
- Partial first name with minimum 3 characters.
- Partial last name with minimum 2 characters.

School ID

Acad Year

Search ID

First Name

Last Name

☒ Recertify Only

☐ Text ☐ CSV

Making education beyond high school financially accessible to all Californians.



Roster – Red Brackets

The red font brackets display the most current information in place for the term. This consists of the payment and adjustment types, Tuition/Fees, Federal Aid, Institutional Aid and State Aid.

FALL TERM	WINTER TERM	SPRING TERM
Enrollment Status: [FT - (Pay)]	Enrollment Status	Enrollment Status
Term Award Amount [\$0]	Term Award Amount [\$0]	Term Award Amount [\$547]
Adj. Reason Code	Adj. Reason Code	Adj. Reason Code
Amount Paid/Verified [\$0]	Amount Paid/Verified	Amount Paid/Verified
Tuition/Fees [\$1,824]	Tuition/Fees [\$1,824]	Tuition/Fees [\$1,824]
Federal Aid [\$725]	Federal Aid [\$0]	Federal Aid [\$0]
Institutional Aid [\$911]	Institutional Aid [\$1,824]	Institutional Aid [\$0]
State Aid [\$0]	State Aid [\$0]	State Aid [\$0]
Payment Status: Reconciled	Payment Status: Not Reconciled	Payment Status: Not Reconciled



Roster – Payment Example

FALL TERM	WINTER TERM	SPRING TERM
Enrollment Status: [FT - (Pay)]	Enrollment Status [Less Than HT - (Do Not Pay)]	Enrollment Status [Not Enrolled]
Term Award Amount [\$854]	Term Award Amount [\$854]	Term Award Amount [\$853]
Adj. Reason Code [Recertify Payment]	Adj. Reason Code	Adj. Reason Code
Amount Paid/Verified [\$1,230]	Amount Paid/Verified [\$0]	Amount Paid/Verified [\$0]
Tuition/Fees [\$4,098]	Tuition/Fees [\$4,098]	Tuition/Fees [\$4,098]
Federal Aid [\$0]	Federal Aid [\$0]	Federal Aid [\$0]
Institutional Aid [\$501]	Institutional Aid [\$501]	Institutional Aid [\$502]
State Aid [\$0]	State Aid [\$0]	State Aid [\$0]
Payment Status: Reconciled	Payment Status: Reconciled	Payment Status: Reconciled

Making education beyond high school financially accessible to all Californians.



Roster – Ineligible Term Example

FALL TERM	WINTER TERM	SPRING TERM
Enrollment Status: <input type="text" value="--- SELECT ---"/>	Enrollment Status <input type="text" value="--- SELECT ---"/>	Enrollment Status <input type="text" value="--- SELECT ---"/>
Term Award Amount [\$0] <input type="text" value="\$0"/>	Term Award Amount [\$383] <input type="text" value="\$383"/>	Term Award Amount [\$0] <input type="text" value="\$0"/>
Adj. Reason Code [Post Bacc] <input type="text" value="--- SELECT ---"/>	Adj. Reason Code <input type="text" value="--- SELECT ---"/>	Adj. Reason Code <input type="text" value="--- SELECT ---"/>
Amount Paid/Verified [\$0] <input type="text"/>	Amount Paid/Verified <input type="text"/>	Amount Paid/Verified <input type="text"/>
Tuition/Fees [\$1,914] <input type="text"/>	Tuition/Fees [\$1,914] <input type="text"/>	Tuition/Fees [\$1,914] <input type="text"/>
Federal Aid [\$0] <input type="text"/>	Federal Aid [\$0] <input type="text"/>	Federal Aid [\$0] <input type="text"/>
Institutional Aid [\$50] <input type="text"/>	Institutional Aid [\$0] <input type="text"/>	Institutional Aid [\$50] <input type="text"/>
State Aid [\$0] <input type="text"/>	State Aid [\$0] <input type="text"/>	State Aid [\$0] <input type="text"/>
Payment Status: Reconciled	Payment Status: Not Reconciled	Payment Status: Not Reconciled

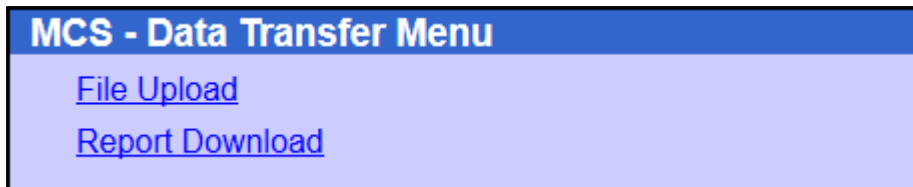
MCS Reports

Making education beyond high school financially accessible to all Californians.



Reports

- Reports are generated on a bi-weekly basis for payments and corrections applied during the week (Tuesday and Friday).
- Enrollment files are only processed on a weekly basis (Friday).
- Available to the UC/CSU campuses.
- Reports are found under the Middle Class Scholarship portal menu. Users select the MCS Data Transfer menu, then click on the Report Download link.





Report Menu

- User enters the search criteria including the Media type. There are only two options; Report or Data File.
- Not all of the outputs are "Report" style. If one media type is selected and you receive a message that it's not found, then select the next media type.
- Another reason a report may not be found is if the report did not generate for that campus & fil type for that month/date.

School ID	<input type="text"/>	Acad Year	<input type="text" value="2016 - 2017"/>	File Type	<input type="text" value="--- SELECT ---"/>
Month	<input type="text" value="December"/>	Media	<input type="text" value="Data File"/>	<input type="button" value="Retrieve"/>	



Reports

Admission File Report

This reports holds the summary information of the Admission files uploaded; Total Records, Accepted & Rejected. Generates once a year. (Media Type = Data File)

```
MCS_ADMI                                CALIFORNIA STUDENT AID COMMISSION                                PAGE: 1
BATCH DATE: 04/15/2016                  MCS ADMISSION PROCESS SUMMARY REPORT                  RUN DATE: 04/15/2016
                                           ACADEMIC YEAR 2016                                     RUN TIME: 17:48:55
```

```
File was uploaded on 04/11/2016 by user USER_ID
```

```
0013202201688888888888GUESS          TEST          M200101262
Rejected - Invalid Date of Birth: 20010126
```

```
-----
Summary Information
```

Total Number of Records	Accepted Records	Rejected Records
27602	27601	1

```
-----
REPORT DEFINITIONS
```

```
Accepted - Passed all valid content tests.
Rejected - Failed a valid content test.
```



Reports

Enrollment File Report

This reports contains a list of students who are ineligible or rejected from the Enrollment files. (Media Type = Data File or Report). The "Report" version displays the full description of the ineligible or reject reason.

MCS_ENRL	CALIFORNIA STUDENT AID COMMISSION			PAGE:	1
BATCH DATE: 08/05/2016	MCS ENROLLMENT PROCESS ELIGIBILITY SUMMARY REPORT			RUN DATE:	08/05/2016
	ACADEMIC YEAR 2016			RUN TIME:	11:32:44
File was uploaded on 08/01/2016 by user TEST1_DR					
00132122016000001111TEST	CHRIS	199706061031		01000000000000000000000000000000	
R031 Rejected - Student's EL is not consistent with the TCP/5th Year Flag					
00132122016000002222PHELPS	TESTER	G199502212023		31000000000000000000000000000000	
R026 Rejected - Student's EFC is Blank					
R031 Rejected - Student's EL is not consistent with the TCP/5th Year Flag					
00132122016111111111BOSS	HUGO	19940709204		52000000857700000000000000000000	
R031 Rejected - Student's EL is not consistent with the TCP/5th Year Flag					
00132122016222222222TESTER	KAY	198704252013		52000001791300000000000000000000	
R020 Rejected - Student's Last Name does not match the ISIR value					
00132122016333333333LEVEL	TESTING	198021302011		62000003519600000000000000000000	
R013 Rejected - Invalid Grade Level: 6					
001321220164444444444TESTING	PARAMETER	196506122253		72000000000000000000000000000000	
R013 Rejected - Invalid Grade Level: 7					
00132122016555555555LASTNAME	JOHN	199706241012		01000001349700000000000000000000	
I006 Ineligible - Student did not meet the deadline date: 20160419					
00132122016666666666CASE	JANET	M199904231012		11000005173500000000000000000000	
I006 Ineligible - Student did not meet the deadline date: 20160410					
00132122016777777777INCOME	LISA	L19931226203		41000016911900000000000000000000	
I002 Ineligible - Total Income Exceeds Limit: 0000169119					

Summary Information					

Total Number of Records	Eligible Records	Rejected Records	Ineligible Records	Ended Records	

10	1	6	3	0	

REPORT DEFINITIONS					
Eligible - Passed all reject and eligibility tests.					
Rejected - Failed a valid content test or a comparison with CSAC data.					
Ineligible - Not rejected, but did not meet eligibility requirements for the MCS award.					
Ended - Eligible, but not the first school to upload an eligible record.					



Reports

Enrollment File Report

This report is similar to the report version but is in a data file version. (Media Type = Data File or Report)

The "Data File" version displays the ineligible or rejected codes followed by minimal student data. This version is utilized by the campuses to upload into their system.

MCS	ED	00132100	UNIV OF CA - SANTA CRUZ		
R031		000001111	CHRIS	TEST	19970606
R026	R031	000002222	TESTER	PHELPS	G 19950221
R031		111111111	HUGO	BOSS	19940709
R020		222222222	KAY	TESTER	19870425
R013		333333333	TESTING	LEVEL	19802130
R013		444444444	PARAMETER	TESTING	19650612
I006		555555555	JOHN	LASTNAME	19970624
I006		666666666	JANET	CASE	M 19990423
I002		777777777	LISA	INCOME	L 19931226



Reports

Award Rejects Report

The report provides a list of students who rejected during the award process due to mismatched data between the enrollment record and CSAC's system. (Media Type = Report)

Students will continue to appear until their record is fixed.

MCS_AWD		CALIFORNIA STUDENT AID COMMISSION				PAGE: 1			
BATCH DATE: 10/28/2016		MCS AWARD REJECTS REPORT				RUN DATE: 10/28/2016			
		ACADEMIC YEAR 2016				RUN TIME: 20:31:12			
		00131400 - UNIV OF CA - IRVINE							
MCS ENROLLMENT DATA:						CSAC DATA:			
SSN	LAST NAME	FIRST NAME	MI	DOB	REJECT REASON	LAST NAME	FIRST NAME	MI	DOB
-----	-----	-----	--	-----	-----	-----	-----	--	-----
000000000	NATOOLO	LYDIA		19721130	Already exists but with different first and last name	BURNAM	LYDIAN		19721130
111111111	ALI	SAMIHA		19961010	Already exists but with different DOB	ALI	SAMIHA		19961001
222222222	HUR	LANA		19781020	Already exists but with different first and last name	HO	HYONNI		19781020
333333333	YANG	JUDY		19711116	Already exists but with different first and last name	YI	HUI	S	19711116
444444444	SITHU	JAKE		19931209	Already exists but with different first and last name	MAUNG	KYAW	S	19931209
555555555	LEE	STACY	H	19850406	Already exists but with different first and last name	KIM	HONGJOO	L	19850406
666666666	DUCKWORTH	ALICIA	M	19941114	Already exists but with different DOB	DUCKWORTH	ALICIA	M	19941121
777777777	REYES	ULISES		19980813	Already exists but with different DOB	REYES	ULISES		19980816
888888888	XU	SHAO JUAN		19940305	Already exists but with different DOB	XU	SHAOJUAN		19920305
999999999	RAMIREZ	DIANA	L	19950827	Already exists but with different first and last name	VIELMAN	DIANALINETH	R	19950827
Total number of rejects: 10									

The report provides a list of students currently on the school's roster along with all of their roster information for each student. It holds the payments, adjustments, award amount, eligibility, income, other aid, etc... (Media Type = Data File)

000273600000000000000000000000	0000000000000000000000000000525	000273600000000000000000000000	0000004000000000400002016
000273600000000000000000000000	0000000000000000000000000000795	000273600000000000000000000000	0000004000000000400002016
000273600000000000000000000000	000000000000000000000000000077400774	000273600000000000000000000000	2 0000014000010000300002016
000273600000000000000000000000	0000000000000000000000000000195	000273600000000000000000000000	0167004000000000400002016



Reports

Accept/Reject Report

The report provides a list of the students who had payments or corrections applied during the week. The report is broken down into 3 sections; Exception, Rejected & Accepted. (Media Type = Data File)

Exception Section:

This occurs when the system cannot define the type of transaction being applied. The transaction submitted is either invalid or there is no valid transaction for the record in the file.

The majority of records that appear under this section stem from the attempt to:

- Apply a payment and correction to the same student
- Apply annual and term level corrections to the same student



Reports

Accept/Reject Report

Exception Section:

```
mcs_pay                                CALIFORNIA STUDENT AID COMMISSION                                PAGE: 1
BATCH DATE: 09/29/2016                MCS ACCEPT/REJECT REPORT                                RUN DATE: 09/29/2016
                                         ACADEMIC YEAR 2016                                RUN TIME: 12:03:36
                                         00114700 - CSU FRESNO

*****
***** EXCEPTION SECTION *****
*****

SSN      LAST NAME      FIRST NAME  MI  DOB DATE  TXN TYPE  FILE DATE  USER NAME
-----
555555555 ALABAMA        MARY        A   01/05/1998  C         09/28/2016  USER_ID
8: Invalid transaction type code for adjustment reason transaction

666666666 LARA           BRIAN              12/20/1997  C         09/28/2016  USER_ID
24: Invalid Education Level

777777777 TIME          JACOB        A   08/10/1998  C         09/29/2016  USER_ID
4: No valid transaction contained in the record

TOTALS

BATCH -      RECORDS REJECTED:      2
ONLINE -      RECORDS REJECTED:      1
COMBINED -    RECORDS REJECTED:      3
```



Reports

Accept/Reject Report

Rejected Section:

The payment or correction was rejected due to an edit in place for the transaction.
The majority reject for not following the correct transaction format.

```
mcs_pay                                CALIFORNIA STUDENT AID COMMISSION                                PAGE: 2
BATCH DATE: 09/29/2016                MCS ACCEPT/REJECT REPORT                                RUN DATE: 09/29/2016
                                         ACADEMIC YEAR 2016                                RUN TIME: 12:03:36
                                         00114700 - CSU FRESNO

*****
***** REJECTED SECTION *****
*****

SSN      LAST NAME      FIRST NAME      M  PROCESS      TERM  ENROLL  PAY      ADJ  ELIG  TXN
          I  DATE      STATUS  AMOUNT  RSN  CHANGE  TYPE
-----  -
333333333 MAC          KAY          09/27/2016  AY          8      C
28: Student is already in TCP or 5th Year Program

444444444 PAGE          RAY          09/29/2016  AY          9      C
26: Insufficient remaining eligibility for the selected transaction

TOTALS
BATCH -      TRANSACTIONS REJECTED:      0      AMOUNT REJECTED:      .00
ONLINE -     TRANSACTIONS REJECTED:      2      AMOUNT REJECTED:      .00
COMBINED -   TRANSACTIONS REJECTED:      2      AMOUNT REJECTED:      .00
```



Reports

Accept/Reject Report

Accepted Section:

The payment or correction was accepted and applied to the student's record.

mcs_pay		CALIFORNIA STUDENT AID COMMISSION						PAGE:		3	
BATCH DATE: 09/29/2016		MCS ACCEPT/REJECT REPORT						RUN DATE:		09/29/2016	
		ACADEMIC YEAR 2016						RUN TIME:		12:03:36	
		00114700 - CSU FRESNO									

***** ACCEPTED SECTION *****											

SSN	LAST NAME	FIRST NAME	M	PROCESS	TERM	ENROLL	PAY	ADJ	ELIG	TXN	RECERTIFY
-----	-----	-----	I	DATE	----	STATUS	AMOUNT	RSN	CHANGE	TYPE	REQUIRED
-----	-----	-----	-	-----	----	-----	-----	---	-----	----	-----
000000011	CARNIVAL	PATRICIA	M	09/26/2016	FL	1	128			P	
000000011	CARNIVAL	PATRICIA	M	09/26/2016	WN	1	128			P	
000000011	CARNIVAL	PATRICIA	M	09/26/2016	SP	1	128			P	
000000022	FIG	ERNEST	A	09/26/2016	FL	1	30			P	
111111111	FOUR	SARAH	A	09/26/2016	FL	4	88			P	
111111111	FOUR	SARAH	A	09/26/2016	WN	4	88			P	
111111111	FOUR	SARAH	A	09/26/2016	SP	4	88			P	
222222222	GROSS	MICK	W	09/29/2016	AY				0	C	
TOTALS											
BATCH -	TRANSACTIONS	ACCEPTED:	0	AMOUNT	ACCEPTED:		.00				
ONLINE -	TRANSACTIONS	ACCEPTED:	8	AMOUNT	ACCEPTED:		.00				
COMBINED -	TRANSACTIONS	ACCEPTED:	8	AMOUNT	ACCEPTED:		.00				



Reports

Payment Activity Report

The report provides the amount of funds disbursed to the campus, reconciled payment transactions & balances with a summary of the Year-to-Date activity. It is a cumulative report and displays the weekly activity from the first time a payment is applied through the most current information. (Media Type = Report)

MCS_RCON
BATCH DATE: 11/10/2016

CALIFORNIA STUDENT AID COMMISSION
MCS PAYMENT ACTIVITY REPORT
ACADEMIC YEAR 2016

PAGE: 1
RUN DATE: 11/10/2016
RUN TIME: 14:59:01

ACCOUNTING SUMMARY
00114600 - CSU CHICO

DATE	ACTIVITY	FUNDS DISBURSED TO INSTITUTION	PAYMENT TRANSACTIONS	BALANCE
08-08-16	RECONCILED PAYMENT TRANSACTIONS		810.00	-810.00
08-08-16	PAYMENT TO INSTITUTION	810.00		0.00
09-09-16	RECONCILED PAYMENT TRANSACTIONS		200.00	-200.00
09-09-16	PAYMENT TO INSTITUTION	200.00		0.00
09-14-16	RECONCILED PAYMENT TRANSACTIONS		2,999.00	-2,999.00
09-14-16	PAYMENT TO INSTITUTION	2,999.00		0.00
09-16-16	RECONCILED PAYMENT TRANSACTIONS		822.00	-822.00
09-16-16	PAYMENT TO INSTITUTION	822.00		0.00
09-29-16	RECONCILED PAYMENT TRANSACTIONS		-822.00	822.00
09-29-16	PAYMENT TO INSTITUTION	0.00		822.00
=====				
TOTAL AMOUNT REPORTED TO COMMISSION -		4,009.00		
TOTAL PAYMENTS DISBURSED TO SCHOOL -		4,831.00		
=====				
TOTAL BALANCE UP TO DATE -		822.00		
=====				

MCS_RCON
BATCH DATE: 11/10/2016

CALIFORNIA STUDENT AID COMMISSION
MCS RECON BATCH REPORT
ACADEMIC YEAR 2016

PAGE: 2
RUN DATE: 11/10/2016
RUN TIME: 14:59:01

PAYMENT TRANSACTION SUMMARY
00114000 - CSU CHICO

YEAR-TO-DATE ACTIVITY				
	FALL	WINTER	SPRING	TOTAL
PAYMENT AMOUNT	2,783.00	0.00	1,226.00	4,009.00
TRANSACTION COUNT	6	0	2	8

**** END OF REPORT **** FOR SCHOOL: 00114600 **** CSU CHICO ***

Making education beyond high school financially accessible to all Californians.



Reports

MCS-CG Sync Report

The report provides a list of students who went through the MCS/Cal Grant data match process. The reports lists the Cal Grant /MCS awards and breaks down the “before” and “after” amounts for each student. (Media Type = Report)

MCS CG S			CALIFORNIA STUDENT AID COMMISSION									PAGE: 1		
BATCH DATE: 09/07/2016			MCS/CAL GRANT PROCESSING REPORT									RUN DATE: 09/09/2016		
			ACADEMIC YEAR 2016									RUN TIME: 16:20:58		
			00131300 - UNIV OF CA - DAVIS											
STUDENT SSN	STUDENT LAST NAME	STUDENT FIRST NAME	CAL GRANT AMTS BEFORE PROCESSING			CAL GRANT AMTS AFTER PROCESSING			MCS AWARD AMTS BEFORE PROCESSING			MCS AWARD AMTS AFTER PROCESSING		
			FL	WN	SP	FL	WN	SP	FL	WN	SP	FL	WN	SP
123123456	TEST	KATHLEEN	1824	1824	1824	2736	0	2736	0	0	0	0	1229	0
222334444	CASE	JANE	3028	3028	3028	4542	0	4542	0	0	0	0	1229	0
333445555	CAMPUS	ALEX	552	552	552	828	0	828	816	816	816	608	1229	608

	Payments Set To Recertify	No Payments Set To Recertify	Total
Eligible - Award Amount Increased	0	0	0
Eligible - Award Amount Decreased	0	1	1
Eligible - Award Amount Unchanged	0	0	0
Ineligible to Eligible	0	2	2
Eligible to Ineligible	0	0	0
Remained Ineligible (not listed above)	0	0	0
Cal Grant Unchanged (not listed above)	0	0	0

Total excludes the number of pended records found in the MCS Enrollment Process Eligibility Summary Report.



Reports

Student Reconciliation Report

The report provides a list of students who have reconciled payments to date. Only payments greater than \$0 will appear on the report. (Media Type = Report)

MCS_RCON		CALIFORNIA STUDENT AID COMMISSION				PAGE:	1
BATCH DATE: 11/09/2016		MCS STUDENT RECONCILIATION REPORT				RUN DATE:	11/10/2016
		ACADEMIC YEAR 2016				RUN TIME:	14:59:01
04127100 - UNIV OF CA - MERCED							
SSN	LAST NAME	FIRST NAME	M I	TERM	AMOUNT PAID	PAY DATE	
-----	-----	-----	-	----	-----	-----	
111227859	SO	KARLA		FL	822.00	09/27/2016	
					822.00		
111337754	GARZA	GEORGIA	L	FL	951.00	10/31/2016	
111337754	GARZA	GEORGIA	L	SP	951.00	10/31/2016	
					1,902.00		
111449952	CORENA	PAUL	A	FL	821.00	11/08/2016	
111449952	CORENA	PAUL	A	SP	821.00	11/08/2016	
					1,642.00		
YEAR-TO-DATE ACTIVITY							

	FALL		WINTER		SPRING		
PAYMENT AMOUNT:	2,594.00		0.00		1,772.00		
GRAND TOTAL:	4,366.00						
NUMBER OF STUDENTS PAID: 3							
**** END OF REPORT **** FOR SCHOOL: 04127100 **** UNIV OF CA - MERCED ****							



MCS Resources

- Payment and Correction Guide
- Payment Roster File Record Layout

2016-2017 California Middle Class Scholarship (MCS) Web Application

The target audience for this user guide is for individuals who utilize the California Middle Class Scholarship web application interface.



PAYMENT
AND
CORRECTIONS
GUIDE



Institutional Support

Phone: 1 (888) 294-0153

Fax: 1 (916) 464-6499

SchoolSupport@csac.ca.gov

www.csac.ca.gov

Making education beyond high school financially accessible to all Californians.